

# Controller's Office – Desk Procedure

## Contract Accounting

## Invoice Reprint

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### Purpose

The purpose of this document is to outline the procedure for reprinting accounts receivable invoices.

### Policy Reference

N/A

### Procedure Participants

Department	Role
Divisions	Resource Analysts (RA)
Office of Sponsored Projects and Industry Partnerships (OSPIP)	Contract Officers (CO)
Budget Office	Budget Analysts (BA)
Contract Accounting (CA)	CA Team

### System/Application(s) Used

- FMS Billings and Accounts Receivable (BAR) to reprint invoices.
- PeopleSoft navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices

### Inputs

- Invoice or award number (multiple invoices can be reprinted for an award).

### Outputs

- Invoice in PDF form.

## Communications/Notifications

Receiver of Communication	Content of Communication	Timing of Communication
<a href="mailto:ARHelp@lbl.gov">ARHelp@lbl.gov</a>	Request a copy of advance invoice.	As needed.

Note: Advance invoices currently do not have reprint function. Email [ARHelp@lbl.gov](mailto:ARHelp@lbl.gov) for copy request.

## Procedure

### Quick Reference (optional)

1. Navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices
2. Select Invoice or Contract (then can select multiple invoices)
3. Collect invoice(s) from Report Manager

### Procedure Steps

1. Navigation: Main Menu > Billing > LBNL Generate Invoice > Print XMLP Invoices

Favorites Main Menu > Billing > LBNL Generate Invoices > Print XMLP Invoices

### Print XMLP Invoices

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Select an existing run control or create a new one (first time only) if one was never created before (Run Controls are user specific).

## 2. Select Invoice or Contract (then select multiple invoices):

- a) Select Invoice Format
  - i. **Miscellaneous Invoices** for misc. and scheduled invoices
  - ii. **WFO-DOEPAC** for Integrated Contractors and DOE Offices invoices
  - iii. **1080&1081 Invoices** for Federal awards
  - iv. **WFO** for all others (Non-Federal awards including ILA)
- b) Check the Reprint Selected Invoices box
- c) Select Invoice or Contract in the Range Selection box
- d) Enter invoice or contract number depending on selection above
- e) Click the Select Invoices button

The screenshot shows the 'Print XMLP Invoice' web application interface. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Billing > LBNL Generate Invoices > Print XMLP Invoices'. Below the breadcrumb is a 'Print XMLP Invoice' button. The 'Run Control ID' is 'REPRINT\_INVOICE'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form area contains several sections: 'Invoice Printing Option' (with annotation 'b'), 'Invoice Format Type' (with 'Invoice Format' set to 'WFO' and annotation 'a'), 'Reprint Selected Invoices:' (with a checked checkbox and annotation 'c'), 'Range Selection' (with 'Invoice' selected and annotation 'c'), 'Invoice' (with 'W006788' entered and annotation 'd'), and a 'Select Invoices' button (with annotation 'e'). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

## 3. Collect Invoice(s) from Report Manager:

- a) Check the selected invoice
- b) Click RUN

Favorites | Main Menu > Billing > LBNL Generate Invoices > Print XMLP Invoices

**Print XMLP Invoice**

Run Control ID: REPRINT\_INVOICE [Report Manager](#) [Process Monitor](#) **Run**

**Invoice Printing Option**

**Invoice Format Type**  
Invoice Format: WFO

Reprint Selected Invoices: ☒ **Range Selection**  
☒ Invoice  
☐ Contract

Invoice: W006788 **Select Invoices**

Select	Process Instance	Contract	Invoice	Date Time Added
1	2776172	WF007555	W006788	01/18/13 1:31PM

Save Return to Search Notify Add Update/Display

- c) Select the process to run when Process Scheduler Request pops up  
d) Click OK

Favorites | Main Menu > Billing > LBNL Generate Invoices > Print XMLP Invoices

**Process Scheduler Request**

User ID: GAMILLER Run Control ID: REPRINT\_INVOICE

Server Name: Run Date: 02/13/2013  
Recurrence: Run Time: 4:15:02PM **Reset to Current Date/Time**  
Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	XML Invoice Build and Print	ZARABIXTRCT	Application Engine	Web	TXT	<a href="#">Distribution</a>

OK Cancel

e) Click the Report Manager link

Print XMLP Invoice

Run Control ID: REPRINT\_INVOICE [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 2777412

Invoice Printing Option

Invoice Format Type  
Invoice Format: WFO

Reprint Selected Invoices: ☒ Range Selection ☐ Invoice ☐ Contract Invoice: W006788 [Select Invoices](#)

Select	Process Instance	Contract	Invoice	Date Time Added
1	2776172	WF007555	W006788	01/18/13 1:31PM

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

f) Go to the Administration tab

g) Make sure the Type is blank

h) Once the process is completed and posted click the pdf link

Administration


View Reports For  
User ID: GAMILLER Type: Last 1 Days [Refresh](#)  
Status: Folder: General Instance: to:

Select	Report ID	Prcs Instance	Description	Date/Time	Format	Status	Details
<input type="checkbox"/>	2110183	2777412	<a href="#">ZAR DTL INV - ZAR DTL INV.pdf</a>	02/13/2013 5:00:54PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2110181	2777412	<a href="#">XML Invoice Build and Print</a>	02/13/2013 4:59:45PM	Text Files (*.txt)	Posted	<a href="#">Details</a>

☒ Select All ☐ Deselect All  
[Delete](#) Click the delete button to delete the selected report(s)  
[Go back to Print XMLP Invoices](#)  
[Save](#)  
[List](#) [Explorer](#) [Administration](#) [Archives](#)

- i) The invoice will open in a new window or tab.

https://lbnl.lbl.gov/arpa/arpa.html



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**LAWRENCE BERKELEY NATIONAL LABORATORY**  
 One Cyclotron Road, Berkeley, CA 94720  
 www.lbl.gov Federal ID 94-2951741

**INVOICE**

Billing inquiries: please email ARHelp@lbl.gov and include LBNL Award in subject line. Phone (510) 486-7113 Fax (510) 495-2878

**INRS UNIVERSITY (CANADA)**  
 Mme. Ginette Belleau  
 490 de la Couronne  
 Quebec QC G1K 9A9  
 Canada

Invoice No.	W006788
Invoice Date	12/31/2012
LBNL Award	WF007555
LBNL Project	G1W018
Terms	Net 30
Sponsor Code	Z1555
Sponsor Ref/PO	

Please reference our Invoice No. on your check

Title: LBNL-INRS Collaboration on CO2 Storage in Brine Aquifers  
 Total Award Funding: \$50,000.00

Description	Cumulative Amount \$	Current Amount \$
MATERIALS & SERVICES	138.62	0.00
PAYROLL EXPENSES	13,312.64	3,193.32
BURDENS	2,287.32	562.03
OVERHEAD	9,725.04	2,387.45
<b>Total Advanced</b>	<b>24,975.00</b>	
<b>Draw Down To Date</b>	<b>438.62</b>	
<b>Advance Balance</b>	<b>24,536.38</b>	
<b>TOTAL COST</b>	<b>25,463.62</b>	<b>6,142.80</b>
<b>ADVANCE DRAWDOWN</b>		<b>-438.62</b>
<b>PAY THIS AMOUNT</b>		<b>5,704.18</b>

## Supplemental References (optional)

N/A